



**MEMBERS**

Nathan McCommon	City of Bellevue
Bruce Kroon	City of Bothell
Beth Goldberg	City of Kirkland (Vice-Chair)
Steve Burns	City of Medina
Ed Holmes	City of Mercer Island
Dan Yourkoski	City of Normandy Park
Mark Correira	City of Snoqualmie
Jeff Clark	Eastside Fire & Rescue (Chair)
Doug McDonald	Northshore Fire Department
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
Jeff Clark	Woodinville Fire & Rescue

**ABSENT**

Kyle Kolling	City of Clyde Hill
Joshua Erskine	Duvall Fire District #45
Brian Culp	Fire District 27
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50
Michael Olson	City of Kirkland (Board Treasurer)

**VISITORS**

Jami Hoppen	KC911
Deb Flewelling	KC911
Mozelle Fok	City of Bellevue

**NORCOM STAFF**

Bill Hamilton	Executive Director
Roky Louie	Deputy Director, Operations
Katy Myers	Deputy Director, Administrative Services
Judy Cayton	Human Resource Manager
Marianne Ryerson	Finance Manager
Jeremy Henshaw	Law Enforcement Liaison
Cory James	Fire Liaison
Deanna Gregory	Pacifica Law Group
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant



o **Call to Order**

Chief Jeff Clark, Governing Board Chair, called the Governing Board meeting to order at 9:00 a.m. The meeting was posted publicly and held via video conference due to the COVID pandemic restrictions.

o **Roll Call**

Chief Clark requested a roll call of present Governing Board members. Maggie Johanson, NORCOM Administrative Assistant, reported there was a quorum.

o **Open Communications from the Public**

There were no requests for open communication from the public by email or phone.

o **Consent Agenda**

- **Governing Board Minutes for October 8, 2021 Meeting**
- **Accounts Payable Report October 2021**

There was no discussion on any consent agenda items.

Deputy City Manager McCommon made a motion to approve the Consent Agenda. Chief McDonald seconded the motion.

Motion carried.

o **For Board Briefing**

- **Reporting the Disaster Recovery Project Completed**

In 2018-2019 the Governing Board approved The Disaster Recovery Project. The project was designed to support NORCOM's ability to store and restore data in the case of critical failures at our Primary Bellevue location. In the event of a critical failure, all critical data is backed up and can be restored from the Renton facility, backups occur hourly. The approved amount allocated by the Governing Board for the project was \$525,000. Two resolutions were issued to approve funding of this project however the total expenditures related to the Disaster Recovery Project exceeded the amount allocated, with the total of \$669,585. NORCOM management identified a Grant through the Next Generation 911 Program to assist with a portion of the total expenditures in the amount of \$131,454, which was awarded to NORCOM, bringing the total amount paid by



NORCOM from the Capital Project Fund to \$538,141. Chief Kroon asked how often the system backs up. It was reported that the system backs up hourly. Deputy City Manager McCommon asked if the Disaster Recovery site is systems and information only and that Redmond is still our backup center, if we have a good understanding of the long term consistency, do we have a lease with Renton and if so what are the monthly costs. It was confirmed that the Disaster Recovery site in Renton is system & information only, Redmond is still our backup facility. We have a no cost lease with Renton allowing us to use their space and them ours. We pay a monthly cost for network connection and license renewal every three years which is included in the budget forecast.

- **Draft Resolution 196 – NORCOM Agency Service Agreement and Mergers – Inter-local Agreement (ILA) considerations**

Director Hamilton briefed the Board on the concern of the Inter-Local Agreement which was signed back in 2007 not addressing situations such as partnerships. A draft resolution and amendment was presented to the Governing Board with the request for a formal decision be made at the December Governing Board meeting.

Resolution 196 amends the NORCOM Interlocal Agreement to clarify the status of certain merged principals for purposes of Governing Board Operations, and providing other matters related thereto.

Due to the recent partnership of Woodinville Fire & Rescue with Eastside Fire & Rescue and the thought that additional partnerships may occur in the future this issue needs to be addressed.

Chief Clark and Director Hamilton have discussed the current partnership of Eastside Fire & Rescue and Woodinville, which gives Chief Clark two votes which he does not feel he should have. Deputy City Manager McCommon commented he appreciates the suggested language change. Chief Clark stated if anyone has questions or needs clarification legal counsel Deanna Gregory is available. Deputy City Manager McCommon asked if the Governing Board has authority to amend the ILA. Deanna Gregory explained that a supermajority vote could amend the ILA, there are certain limitations, but this is a topic that can be amended by the Board. Chief Holmes stated he appreciated Chief Clark bringing up the topic and asked if Woodinville as a principal wanted to keep their vote could they have a City employee be their principal representative? Deanna Gregory explained to the Board that as a City they can have a vote, but because it is a fire district they cannot. If a city contracts fire service this allows them a vote as referenced in the amendment provided.

- **Department Reports**

- **October Information Technology & Operations Updates Newsletter**

The October edition of the Newsletter provides information with an overview of projects and upcoming events.



o **Executive Session**

An Executive session was held to brief the Board on a confidential matter. The Executive session started at 9:30 with a request for 30 minutes, an additional 10 minutes were requested. Executive session ended at 10:10.

No action was taken.

Regular session resumed at 10:11.

o **Future Meetings**

Chief Clark brought up the topic of in person meetings and if there was any indication when Kirkland will be reopening to the public. Deputy City Manager Goldberg stated she has not heard anything at this time but will keep us posted.

o **Adjournment**

Chief Holmes motioned to adjourn the meeting, Chief Cowan seconded the motion.

Motion carried.

The meeting adjourned at 10:12.

The next Governing Board meeting is scheduled for December 10, 2021.

Approved by:

  
\_\_\_\_\_  
Chair

Attest:

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Secretary